



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Data Processing Manager IV (HR Modernization Project)

SALARY:	\$7568 - \$8761	POSITION NUMBER:	363-010-1387-001
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Full-Time	FINAL FILING DATE:	July 20, 2007

DUTIES:

- Plans, directs and implements the information technology infrastructure for the HR Modernization Project, Project Management Office, including development of electronic surveys, data repositories, etc. Assists Deputy Project Director, Systems Automation, with implementation of the HR Modernization Project IT enterprise solution, including IT planning, IT strategic direction, project initiation, project management and project deployment.
- Responsible for the system design, development, test, implementation and operation to meet the identified business objectives. Assists with validating requirements, and completing requirements decomposition and gap analysis. Executes appropriate implementation and roll out. Directs the team that designs and develops custom programs
- Supervises project management activities, IT procurement of services and equipment, and ensures appropriate IT management practices and standards. Supervises the development and creation of the IT related FSR and RFP. Supervises the development and maintenance of policies and practices that ensure compliance with control agency requirements.
- In collaboration with SPB and DPA manages the architectural components of the system. Ensures the business needs are incorporated into the systems architecture. Manages the network architectural components of the system. Ensures the business needs are incorporated into the systems architecture. Manages software configuration management.
- Collaborates with programs and control agencies to ensure the success of HR Modernization IT projects. Provides organizational leadership, management, and communications of Planning, Oversight, and Project Management activities and deployment with client representative groups.
- Provides outreach to external and State organizations and agencies, by participating in statewide IT committees, attending control agency IT issues and planning meetings, interfacing with project managers for FI\$CAL, 21st Century Project, etc.

DESIRABLE QUALIFICATIONS:

Ability to plan and carry out difficult and complex information technology project management assignments, and develop new methods, approaches, and procedures.

Ability to develop, schedule, coordinate, and manage most complex projects and resources, including monitoring and inspecting costs, work, and contractor performance.

Ability to negotiate information technology contract terms, conditions, and revisions.

Ability to perform resources strategy and planning for most complex projects ; assess, plan, manage, monitor, and evaluate all aspects of complex project activities , such as information technology baseline assessment, interagency functional analysis, contingency planning and disaster recovery.

Ability to define and utilize IT contract penalties.

Ability to prepare, justify, manage, lead, and administer the budget for program/project areas; plan, administer, and monitor expenditures to ensure cost-effective support of programs and policies; assess financial condition of an organization.

Ability to work with stakeholders to define project scope, requirements, and deliverables.

Ability to develop, modify, or provide input to project plans.

Ability to implement project plans to meet objectives.

Ability to coordinate and integrate project activities.

Ability to manage, lead, or administer project resources.

Ability to monitor project activities and resources to mitigate risk.

Ability to implement or maintain quality assurance processes.

Ability to make improvements, solve problems, or takes corrective action when problems arise.

Ability to gives presentations or briefings on all aspects of the project.

Ability to participate in phase, milestone, and final project reviews.

Ability to identify project documentation requirements or procedures.

Ability to develop and implement assigned goal(s) project roll-out plan(s).

Ability to work effectively with others in a team environment.

Ability to supervise and direct the work of others.

Ability to communicate effectively both orally and in writing.

Ability to meet tight timelines/deadlines and work under stress.

Ability to plan, coordinate and organize own work and work of others to meet timelines.

Ability to analyze information from multiple sources and make effective recommendations for action.

Ability to reason logically and creatively, and use a variety of analytical techniques to resolve managerial problems.

Advanced knowledge of principles, methods, techniques and tools for the effective management of information technology projects from initiation through to implementation.

Knowledge of :

- Configuration Management
- Data Management
- Information Management
- Information Resources Strategy and Planning
- Information Systems/Network Security
- Information Technology Architecture
- Information Technology Performance Assessment
- Infrastructure Design
- Systems Integration
- Systems Life Cycle
- Technology Awareness

WHO MAY APPLY:

Applicants who are currently in or on an eligible list for the classification of Data Processing Manager IV. Consideration may be given to applicants currently in or on an eligible list for the classification of Data Processing Manager III.

Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATIONS/RESUMES TO:

RPA #07-097

Denise Cooper
Department of Personnel Administration
1515 "S" Street, Suite 400N
Sacramento, CA 95811
(916) 324-0474

(Note: Pending Budget approval.)

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.